

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE MISSION DIRECTIVE 30

6 SEPTEMBER 2016



**AIR FORCE HISTORICAL RESEARCH
AGENCY (AFHRA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Directive states the mission, defines the command structure, and establishes the responsibilities of the Air Force Historical Research Agency (AFHRA). This publication does not apply to the Air National Guard. Refer recommended changes and questions about this publication to the Director, Air Force History and Museums Policies and Programs (AF/HO), 1190 Air Force Pentagon, Washington DC 20330-1190, Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

This revision eliminates or revises mission areas to reflect the current responsibilities of the Agency. This change removes reference to preparing books, monographs, research reports, studies, document collections, bibliographies, and other historical works about the Air Force and other military aviation. Also removed were references to advising the National Archives and Records Administration (NARA) and other holders of Air Force historical records about

downgrading or declassification of material in the AFHRA collection, and designating and providing assistance to AFHRA Research Associates.

1. Mission. The AFHRA preserves Air Force history and provides information and analyses to support official customers and the general public in a variety of venues and formats. The AFHRA also administers the lineage, heritage, and emblems of Air Force organizations; supports contingency operations; prepares reference works; conducts an oral history program; operates an information system to index and retrieve historical data; and provides field support to Air Force History and Museums Program (AFHMP) personnel.

2. Command.

2.1. The AFHRA is a field operating agency (FOA) reporting to AF/HO. As a tenant at Maxwell AFB, Alabama, it receives support from the 42d Air Base Wing in accordance with a negotiated Host-Tenant Support Agreement (HTSA).

2.2. The SAF/AAR and the Air Force District of Washington (AFDW) provide major command (MAJCOM)-level manpower and budget support as described in support agreements.

2.3. The Institute of Heraldry, United States Army, provides final art work, embroidery manufacturing drawings, and flag drawings for United States Air Force (USAF) heraldry.

2.4. The Air Force Inspection Agency conducts periodic Unit Effectiveness Inspections to verify Agency adherence to Public Law, Executive Orders, and Department of Defense and Air Force directives.

3. Responsibilities. The AFHRA:

3.1. Collects, preserves, and manages the Air Force historical document collection. This collection includes periodic histories and supporting documents prepared by Air Force organizations, monographs, studies, reports, operational data, recorded interviews, personal papers of retired or deceased Air Force personnel, and other source materials.

3.2. Answers requests for historical information from government agencies and the public.

3.3. Operates classified and unclassified reading rooms to provide patrons with ready access to source materials.

3.4. Supports Air Force professional military education programs.

3.5. Determines the lineage and honors of Air Force organizations and prepares and updates lineage and honors histories of selected organizations.

3.6. Verifies the aerial victory credits for members of the Air Force and its antecedents.

3.7. Maintains the organizational records of Air Force units and establishments.

3.8. Collects all HAF and MAJOM 7401 reports and consolidates them into a master Air Force Organizational Status Change Report (RCS: HAF-HO(M)7401).

3.9. Compiles and maintains a list of active Air Force and Air Force Reserve Command organizations.

3.10. Advises manpower and organization offices at HQ USAF, MAJCOMs, Direct Reporting Units (DRUs), and FOAs on the selection of units and establishments to be activated or inactivated and other related organizational matters.

3.11. Maintains the records of Air Force organizational emblems and flags. Reviews, approves, and processes requests for new or changed emblems and provides Air Force guidance on heraldry.

3.12. Reviews classified holdings for downgrading or declassification in accordance with current guidance.

3.13. Digitizes historical documentation and provides or sells copies as appropriate.

3.14. Operates and maintains the Inferential Retrieval Indexing System (IRIS) and related information system resources to help manage the AFHRA collection.

3.15. Conducts and transcribes oral history interviews of current and former Air Force leaders and other knowledgeable people.

3.16. Solicits, organizes, and preserves the private papers of retired and deceased personnel of significance to the historical record of the Air Force.

3.17. Prepares, conducts, and maintains courses of instruction to meet objectives identified by AF/HO.

3.18. Provides to AFHMP personnel covering basic troubleshooting of historical product deficiencies, the interpretation of AFHMP policies and procedures, and technical guidance concerning software applications used to prepare organizational history reports.

3.19. Microfilms or digitizes historical documentation and provides or sells copies as required.

4. Direct Communications. The AFHRA is authorized direct communications with all interested parties on matters for which it is responsible.

CHISTY NOLTA
Deputy Director of Staff

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 38-601, Format and Content of Mission Directives, 7 January 2015

AFI 33-360, Publications and Forms Management, 1 December 2015

AFMAN 33-363, Management of Records, 1 March 2008, Incorporating Change 1.

Prescribed Forms

No forms are prescribed by this publication.

Adopted Forms

AF Form 847, Recommendation for Change of Publication.

Abbreviations and Acronyms

AFHMP—Air Force History and Museums Program

AF/HO—Director, Air Force History and Museums Policies and Programs

AFHRA—Air Force Historical Research Agency

AFHRA/DR—Director, Air Force Historical Research Agency

AFI—Air Force Instruction

AFMD—Air Force Mission Directive

AU—Air University

DoD—Department of Defense

DRU—Direct Reporting Unit

FOA—Field Operating Agency

IRIS—Inferential Retrieval Indexing System

MAJCOM—Major Command

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USAF—United States Air Force